

**Recording Care: Evidencing Safe and Effective Care
Facilitators Meeting**

Wednesday 18th July 2018 10:30-12:30 NIPEC, Belfast

In Attendance:

Penny Moore	Chairperson, Lead Nurse	WHSCT	PM
Angela Reed	Senior Professional Officer	NIPEC	AR
Dawn Mackin	Governance Co-ordinator	SHSCT	DM
Michelle Burke	Governance Facilitator	SEHSCT	MB
Jane Patterson	Facilitator	SEHSCT	JP
Audrey Dowd	Facilitator	BHSCT	AD
Lorraine Bell	Facilitator	BHSCT	LB
Sharon Moffett	Facilitator	BHSCT	SM

Apologies:

Vanessa Eastwick
Vi Gray
Margaret Kyle
Helen McClurg
Julie–Ann McKeown

Agenda Item	Notes	Action
1	Welcome and apologies PM welcomed and thanked everyone for attending!	PM
2	The action notes from June 2018 were amended at point 5 as requested by MB.	
3	<p>Matters Arising:</p> <p><i>Steering Group Key Issues– AR</i></p> <p>It was agreed that a PACE newsletter would be introduced and circulated from September 2018– with contributions from each Trust on PACE progress. The article can be written by facilitators/staff/patients noting their experiences and feelings with the implementation of PACE. All contributions should be completed and sent to Angela by August meeting. There is no current template but please use high level headings, as discussed, and link to the Enabling Professional framework.</p> <p>Adult Record:</p> <p>The document is currently at the medical illustrations Belfast and should be returned by the end of August for final sign of prior to implementation. No time line for implementation as yet.</p> <p>HEI Evaluation:</p> <p>AR advised that no update as yet on the HEI evaluation as she is awaiting feedback and response from Ian Young head at the R & D office. AR will follow up in September 2018 when transformational monies have been allocated and distributed.</p> <p>Learning Disability:</p> <p>Angela attended Regional children’s group ERG and unfortunately that group has had a lot of change in the representatives on the group, hence this record has not been implemented in any of the Trusts to date.</p>	<p>All</p> <p>AR</p> <p>AR</p>

<p>Nurse Specialists:</p> <p>This group is to be reset again due to changes in the representation on the group. A workshop to be arranged for a future date</p> <p>Children’s and ED facilitators:</p> <p>Michelle is purposing to set up a regional children’s and YP network in which recording care would possibly be a subgroup as the current record which is in use is no longer fit for purpose. This could be addressed and progressed within this group. MB will have further discussions with AR about this as there could be links to NIPEC</p> <p>ED – most Trusts ED departments currently are using the ED record. ED, South West Acute Hospital is aiming to implement in the near future.</p> <p>AD to confirm use in BHSCT</p> <p>Recording existing needs:</p> <p>PM informed group- that from previous recording care meeting the overall agreement had been to keep this in the record. PM asked the group was there any further thoughts on this?</p> <p>Further discussion ensued and the main concern from staff and facilitators was repetition and the possibility of existing needs causing confusion for staff. AD informed the group that CEC attended a session in MPH with herself and staff and they addressed repetition as a concern also.</p> <p>Time was spent discussing and debating this issue and it was agreed to keep Existing needs in at present, but the guidance document for training would need to clearly define its use, for staff completing the document.</p> <p>There is no time line presently for the implementation of the document.</p> <p>AD asked if the universities are teaching PACE. PM advised that there are members from HEI and CEC on the Steering group; however PM will ask AR to address this at the working group meeting.</p> <p>BHSCT audit systems and NOAT :</p> <p>AD informed the group that the previous problems with IT log- on in BHSCT for auditing and NOAT, was now rectified and there was further meeting with IT in the BHSCT to further discuss data bases for recording.</p> <p>PM quoted AR as saying she would like to archive the NOAT system in the near future and ensure regional agreement on the indicators. PM informed the group AR has requested time to discuss this further at next meeting.</p> <p>Care settings Implementing PACE/Progress</p> <p>Challenges ongoing</p> <ul style="list-style-type: none"> • Staffing issues – Sickness levels Vacancies Turnover Bank /agency • Patients admitted and transferred across a number of wards (not all using PACE) • Staff not trained in framework using it • Staff expectations 	<p>AR</p> <p>AR MB</p> <p>AD</p> <p>ALL</p> <p>PM</p>
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<p>4</p> <p>5</p> <p>6</p> <p>7</p>	<p>PM will feedback to AR in order to raise at working group meeting</p> <p>Progress review and Spread Plan:</p> <p>Spread plan from NIPEC was circulated. DM asked for ST numbers to be changed due to the re-implementation at the ST. ST have completed a re-implementation plan to include and complete all wards in acute and non-acute until December 2019. DM will forward to AR. Facilitators agreed to look at the spread sheet and agree confirmation of numbers by individual Trusts for next meeting</p> <p>Resource pack and Training – due to time restrictions item not discussed. To be included as agenda item onto next month’s meeting.</p> <p>Any other Business:</p> <p>MB -SQE poster presentation accepted by NIRAQ conference on October 16th 2018. All welcome to attend at RCN Head Quarters, Belfast. Cost is £25.00 for RCN members, £35.00 for non RCN members.</p> <p>Julie Hall has also confirmed the poster could be displayed on the digital regional platform , MB will discuss with SQE group</p> <p>SQE project has also been invited to present at SEHSCT Quality Improvement day in November 2018. The SQE poster has been added to SharePoint site.</p>	<p>PM</p> <p>DM</p> <p>All</p>
	<p>Dates of future meetings 2018</p> <p>31 October 2018</p> <p>28th November 2018</p> <p>19th December 2018</p>	